

## **Supported Employment Services**

### **Definition**

Supported Employment Services consist of paid employment for persons for whom employment at or above the minimum wage is unlikely, and who, because of disabilities, need intensive ongoing support to perform in a work setting. Supported Employment is conducted in a variety of settings, particularly work sites where persons without disabilities are employed. Supported Employment includes activities to sustain paid work, including training and supervision. When Supported Employment is provided at a work site where persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by the participant as a result of disabilities, and will not include payment for supervisory activities rendered as a normal part of the business setting.

Documentation must be maintained in the file of each participant stating that this service is not otherwise available to the person under the Rehabilitation Act of 1973 or PL 94-142.

Federal Financial Participation (FFP) may not be claimed for incentive payments, subsidies, or unrelated vocational training expenses.

Transportation may be provided between the participant's residence and the site of habilitation services or between habilitation sites (in cases where the individual receives habilitation services in more than one place) as a component of Supported Employment. The cost of this transportation is included in the rate paid to the provider.

### **Service Unit**

The Service unit for Supported Employment Services is one (1) hour.

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

### **Service Limit / Restrictions**

### **Providers**

Supported Employment Services funded by the HASCI Waiver may be provided by a SCDDSN-contracted provider that operates a Supported Employment program licensed by SCDDSN or its QIO.

The provider's admission policies and procedures must be followed.

## **Arranging and Authorizing the Service**

If a participant requests Supported Employment Services, need for the service must be clearly documented in his or her Support Plan.

When the need for the service has been identified, SC Vocational Rehabilitation Department (SCVRD) must be contacted to determine if this service is available through a program funded by SCVRD. The *Request for Determination of Availability of Service* (HASCI Form 13) should be used to request this determination. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* Receipt of the *Request for Determination of Availability of Service* (HASCI Form 13) must be documented in a Service Note and a copy maintained in the participant's file.

If the service is not available through SCVRD, choice must be offered among available providers able to admit the participant. It must be clearly documented in Service Notes that choice (if available) was offered and the provider selected (or accepted) by the participant.

After need for Supported Services has been documented and a provider identified, the participant's Support Plan must be updated to clearly reflect the name of the service, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking system (WTS).

To initiate the service following WTS processing, the provider must be authorized using *Authorization for Habilitation Services* (HASCI Form 12A).

*This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.*

## **Billing**

Supported employment Services must be Board-billed to the participant's SCDDSN Financial Manager agency; no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN.

*This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

## **Monitorship**

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized,
- assure the usefulness and effectiveness of the service,

- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service
- Contact with the participant and/or representative at least every three (3) months
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services

Monitoring of HASCI Waiver services may be accomplished by the Service Coordinator during required bi-monthly contacts with the participant and/or representative and face-to face visit each 6 months (every 180 days) to monitor the participant's Support Plan and health status. These contacts and face-to-face visits must be documented in Service Notes.

Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased/decreased units, change of provider, or change to a more appropriate service.

### **Service Denial, Reduction, Suspension, and Termination**

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

*These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.*

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget.